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NEW CAREERS

THE PATROLMAN AIDE
Trainee's Manual

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NEW CAREERS: THE PATROLMAN AIDE

Trainee's Manual

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INTRODUCTION

Congratulations! You have been chosen to participate in the New Careers Patrolman Aide training program. During this program you will be trained to help patrolmen in providing protection and service to the residents of your community. You will acquire not only the special skills necessary to help patrolmen on the job, but also a basic knowledge of law and law enforcement, which is important for your career mobility and advancement.

As a Patrolman Aide, you will perform many tasks and deliver many services. You will have specific duties to perform, such as controlling traffic, gathering evidence, and so on. The section of the trainee manual that applies to these duties is titled "Specialty Skills Training."

The section titled "Generic Issues in the Administration of Justice" is designed to acquaint you with certain basic legal practices and laws so that you, as a Patrolman Aide and well-informed citizen, can serve your neighbors and community.

Your understanding of the "Generic Issues" will enable you to help your neighbors understand the function and role of the police in society.

Use this manual as a workbook during the training period. The blank pages at the end of the manual are for taking notes or keeping important departmental correspondence for your future reference. After you have completed the program, your workbook will be a resource book, compiled and written by you. The questions and examples are not designed to test you, but only to reinforce what you will learn in the New Careers Patrolman Aide training program.

GENERIC ISSUES IN THE ADMINISTRATION OF JUSTICE

PART I

INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

General Considerations:

What are the main parts of the government's systems of administering justice? How is justice administered without going to court? Or without using the government's system at all? What is "justice"? Which are the main agencies in the justice system? How do they work together?

A. The civil justice system.

1. What is "civil law"?

2. Name some problems in civil law.

3. Find a newspaper article that concerns a civil law case and discuss it with the training group.

B. The <u>criminal</u> justice system.

1. What is "criminal law"?

2. Name some problems in criminal law.

3. What is a "misdemeanor"? What is a "felony"?

4. Find three newspaper articles concerning criminal law cases and discuss them with the training group.

C. Comparing the civil and criminal systems.

1. What kinds of things can individuals do to prevent civil law problems from arising?

2. What kinds of things can governments do to prevent criminal law problems from arising?

3. About how many civil law cases were tried in your local courts last year? Where did (do) you get this information? How many criminal law cases?

4. Of the civil law cases, about how many were not contested? Of the criminal cases, how many were settled by guilty pleas?

5. What percentage of the lawyers in your city or county work mainly on civil law problems? What percentage of them work mainly on criminal law problems?

6. Indicate which of the problems below are probably civil law problems. Which are criminal law problems? Which are neither? Which may be both criminal and civil?

   a. A man is stopped for driving a stolen car.

   b. There are six people picketing in front of a construction site.

   c. A man is picked up by the police for being an alcoholic.

   d. A butcher secretly leans on the meat scales to cheat the customer.

   e. A juvenile plays hookey for a week.

   f. A husband and wife want to get a divorce.

   g. A public housing tenant is charged for repairs on his stove which was broken when he moved in.

h. A civil rights group delivers a demand to the school board to integrate local schools.

i. A driver accidentally injures a pedestrian.

j. A man injures his neighbor on purpose.

k. A door-to-door salesman takes your money but fails to deliver the merchandise you bought.

l. Two men enter a store that is on fire and take out some merchandise.

m. A group of antiwar demonstrators stage a sit-in in a military induction center.

n. A man is arrested and he swears at the arresting officer; to get even, the policeman injures the man with a club on the way to the police station.

o. Two neighbors are having a "shouting match" outside their apartments.

p. A landlord tells a tenant to stop complaining to the housing code inspectors or else he'll evict the tenant.

D. The juvenile system and administrative agencies.

1. Why do you think the juvenile court system is not called a criminal system?

2. List some administrative agencies and tell what they do.

3. Are any of these functions similar to the functions of civil or criminal courts?

4. What else do administrative agencies do beside settling disputes or enforcing regulations?

5. Find one newspaper article in which an administrative agency was reported to be acting as a court.

E. The idea of justice.

1. What does "justice" mean to you?

2. Suppose a friend of yours was beaten up and robbed, and the robber was found guilty. What do you think the court should do to the robber?

Can you name other ways the criminal justice system treats convicted offenders?

3. Say a friend of yours turned his car over to a used car dealer but the dealer refused to pay him the agreed-on price. What do you think the court should do to the dealer?

What other ways does the civil justice system use to treat proven debtors?

4. What does "social justice" mean to you? Is there a "social justice system" like the criminal justice system or the civil justice system?

F. Ways of achieving justice.

1. Give two examples from your experience in which someone "took justice into his own hands." One example might show a person trying to get justice for himself and one might show a person trying to get justice for someone else.

2. Give two examples of groups "taking justice into their own hands." One example might show a group acting violently and the other might show nonviolent efforts.

3. The examples you just described are sometimes called "self-help" methods of achieving justice. The alternative method is to use the systems of justice provided by the government. What do you think are the advantages of using government systems over the self-help methods? What are the disadvantages?

4. What do civil rights groups or other social action groups in your community do to achieve "social justice"? Do they use the courts? Do they use other techniques? Give examples.

G. The government systems of providing justice.

1. Name the professions and agencies in your community that are involved in providing criminal justice.

2. What is the "adversary system"? Who takes part in it?

3. Find two newspaper articles showing public dissatisfaction with local agencies in the criminal justice system.

4. How do you think lawyers go about settling civil law disputes out of court?

5. Find one newspaper article about an out-of-court settlement of a civil law dispute.

PART II

THE CIVIL JUSTICE SYSTEM

A. A civil trial: the participants and their functions.

1. What kind of experience does a judge have?

2. How is he appointed? For how long? What is his salary?

3. What does he do when he is not running a trial?

4. What is his job in the civil trial?

5. Who are the plaintiff's counsel and the defendant's counsel?

6. How were they selected? Who pays them and how much?

7. What is their job in the trial?

8. Who are the jurymen?

9. How were they selected? What is a venue? What does selecting the jury mean? What are challenges?

10. How much are jurymen paid?

11. What is their job in the trial?

12. Are civil trials ever conducted without juries?

13. Who is the clerk?

14. What is his job?

15. Who is the bailiff?

16. What is his job?

17. Can you identify others whose job it is to help conduct civil trials? What are their jobs?

18. Can you identify other participants in the trial who normally have other kinds of jobs? What are their functions in the trial?

B. The civil justice system -- the courts and the judicial process.

1. Draw a diagram of the civil court system of your locality and your state.

2. Draw a diagram of the federal court system.

C. The process of a civil trial.

You have already looked at what participants in a civil trial do. The checklist below may repeat some things you already know about, but it should also give you some new information about how a trial is run. When you feel familiar with the way a civil trial is run, you will have a head start on understanding how administrative, juvenile and criminal trials are run too, because they are similar in many ways. You may want to add to the checklist if you find things that go on in a trial which you think are important but are missing from the list.

1. What is the complaint? Who is the plaintiff?

2. What is the answer? Who is the defendant?

3. What is the plaintiff's case? When is it presented?

4. What is the defendant's case? When is it presented?

5. What is testimony? Is it evidence?

6. What is an exhibit? Is it evidence?

7. What are rules of evidence? What is their purpose?

   a. What is a lawyer doing when he says "I object"?

   b. What does the judge mean when he answers "Sustained" or "Overruled"?

   c. Which of the following statements probably violate the hearsay rule?

      i. "This is the sales agreement I've been talking about, and right here, in paragraph 6, it says ..."

      ii. "I never <u>saw</u> my wife with another man, but my neighbor told me that <u>he</u> saw her ..."

iii. "When I came out of the store, I saw Mr. Jones and Mr. Smith arguing, and then I saw Mr. Jones tear up a piece of paper. I'm not sure, but the paper looked like ..."

iv. "I saw them arguing, and I saw that Jones had a piece of paper in his hand, but I didn't hear till later that Jones had torn it up ..."

8. Who decides fact issues in a trial? Who decides law issues?

9. Even lawyers and judges sometimes have a hard time distinguishing between issues of fact and issues of law. Why can the distinction have important consequences for the parties?

10. What is a motion? Who asks it and who answers it?

11. What is common law? How does a person look up common law rules?

12. What is statutory law? How does a person look up statutory law rules?

13. Name three common law rules and three statutory law rules in your state.

14. What are regular damages? Punitive damages? Nominal damages?

15. What is the verdict? What is the judgment?

16. What is a writ of execution?

D. The appeals process.

1. Are "decisions of fact" normally appealable?

2. Name three kinds of "legal decisions" made in a trial which are often appealed.

3. Suppose you lost a case involving a car accident. Your lawyer says that there is a good chance of having the judgment reversed on appeal. What court would have tried your case in your community? What court would you take your appeal to? Where are these courts?

4. In the case above, is the appeals court required to hear your appeal? Suppose you lose in that appeals court -- is there a higher court you can appeal to? Where is it?

5. Is the higher appeals court required to hear your next appeal? Is it the highest court in the state? If not, could you appeal to the highest court? Would it be required to hear your case?

6. What do these terms mean?

   a. appeals brief

   b. oral agreement

   c. the appellant

   d. the appellee

   e. writ of certiorari

   f. reversed and remanded

   g. affirmed

7. Find out the names of three civil cases that were appealed from a state supreme court to the United States Supreme Court. What were the issues in these cases?

E. The civil law system -- the lawyer's special role.

Where lawyers work.

1. Private lawyers and law firms:

a. How many private lawyers are there in your community?

b. How many law partnerships are there?

c. Do business organizations in your community have their own lawyers?

2. Government-salaried lawyers:

a. Are there any organizations in your community that hire lawyers to provide legal services to clients of low income?

b. If so, what are the names of some of these organizations? How many lawyers work for them?

c. Do these lawyers work on civil cases or criminal cases or both?

3. What is "the bar"? What is "the bench"?

4. What does your local bar association do?

Typical issues lawyers work on.

1. Name three kinds of services a lawyer might provide a business corporation.

2. Name three kinds of services a lawyer might provide a middle-class individual.

3. Name three kinds of services a lawyer might provide a low-income individual.

Typical roles lawyers play.

1. What do these terms mean?

   a. advocate

   b. draftsman

   c. counselor

   d. negotiator

   e. investigator

   f. researcher

Trying to keep a law client out of court.

1. Name four different kinds of contracts.

2. What is a form contract?

3. What are the advantages of using written contracts in business relations?

4. Have you or people you've known ever been parties to what you think was an unfair contract? If so, what do you think was unfair about it?

5. How can lawyers help clients get contracts which are fair for both sides?

6. What do you think is the purpose of a will?

7. How do contracts, wills and the like help keep people out of court?

8. Name three other ways in which lawyers practice "preventive law."

9. How many civil suits filed in your community last year were later settled out of court? How would you go about finding that information?

10. What are some reasons you can think of why lawyers in a civil dispute seek to settle their clients' problems out of court.

11. Does an out-of-court settlement put an end to a civil suit?

12. Can two parties make a settlement in the middle of a trial?

Preparing for trial.

Suppose you're a lawyer, and a client comes to you for help. He says he was going to visit a friend and as he was walking up the stairs in the apartment building where his friend lived, he slipped on a banana peel, fell and broke his leg. He says he didn't see the banana peel because the stairway was dark. You tell him that he may be able to collect damages from the owner of the building. The next questions are like the questions a lawyer asks himself to help prepare for a possible trial. You may want to discuss them with the others in your training group.

1. Assuming my client's story is true, how do I find out if the law makes the owner pay for my client's injuries?

2. If the law favors my client, what kinds of evidence can I get that would support my client's story?

3. What if tenants tell me they have written the owner in the past complaining about the lack of light on the stairs -- would those letters help my client's case?

4. Suppose the owner denied getting such letters, and refused to let me look at his records -- can I force him to let me see them?

5. Suppose I am confident that I have found good evidence in support of my client and that the law supports his claim for damages, but the owner still won't settle -- even after I file suit against him. Do I have any way of finding out what the owner's defense might be if we go to trial?

6. Suppose it now appears we are going to trial. I am confident that the evidence, the witnesses and the law which I've found should give my client a good chance of winning the suit. What can I do now to prepare for the actual trial?

F. Other aspects of the civil justice system.

"Law and equity".

1. What is an injunction?

2. What is a suit in equity? What are the main differences between it and a law suit?

3. Many cases involving civil rights law have been equity cases. Give two examples.

4. Find a newspaper article about an injunction. What were the lawyer's reasons, in your opinion, for bringing an equity suit rather than a law suit in this case?

The "agency" idea.

1. What do these terms mean to lawyers?

   a. master

   b. servant

   c. principal

   d. agent

2. If a bus driver in your community negligently wrecks your car, who can you collect damages from? The driver? His employer (the bus company)? Both?

3. Do you think it is fair to make a principal responsible for his agent's mistakes? Think of examples when it would be fair and when it would not.

4. Can your local government and its agencies be sued when its employees negligently cause some injury to people or property? If so, are there limits to the amount of damages an injured person can recover from the government?

The United States Constitution.

1. When Americans talk of "justice", they often talk about Constitutional rights. What rights are guaranteed you by the Constitution?

2. Which agency of government has the primary responsibility to say what the Constitution means in real-life situations?

3. What is a "constitutional case"? Can it be either a criminal case or a civil one?

4. Name three major constitutional cases that started as civil suits.

5. What do you think this saying means: "There is no right without a remedy"? Can you name any constitutional rights that either have no practical remedies or very poor ones?

6. Suppose a newspaper publisher didn't like you and, just for spite, he started telling lies about you in his paper. The articles called you a hired killer, a foreign spy and two or three other things. Because of these charges, you lost your job and most of your friends and family won't talk to you now. When you ask the publisher to retract all those lies, he says, "I have a constitutional right to say and publish anything I want to" and so refuses your request. Is he right? Can the courts give you no remedy?

7. Suppose your state legislature passed a law that said, "Any newspaper publisher who writes unfavorable stories about a public official will be liable to that official for $10,000 in damages." Suppose you're a police officer, and the local paper, pointing out your low number of arrests, says that you have a poor record and should be dropped from the force. If you sued the publisher under the state law, do you have any realistic chance of winning? If the judge declares that the state statute is in conflict with the U. S. Constitution, what happens to the statute?

Federal and state courts.

1. In the following situations, you are about to file a suit. In each case, identify which court to file your suit in -- the local state court or the nearest federal court:

   a. Your neighbor's dog bit you on the leg.

   b. A restaurant on a nearby highway refused to serve you because of your race.

   c. Your spouse has deserted you and you want a divorce.

   d. Your store is "running in the red" and you want to go into bankruptcy.

   e. The used appliance dealer who bought your TV hasn't given you the money for it.

2. Normally, the kind of law you want enforced tells you whether to seek enforcement in a state court or a federal court. But sometimes you have a choice of using the state or the federal courts. The questions that follow should help to show when you have that choice.

   a. What does the "territorial jurisdiction of a court" mean? What is the territorial jurisdiction of a county court? A state court? The federal courts in your state?

b. Suppose an uninsured, out-of-state motorist collided with you. You thereafter sued in your state court and won a judgment for $11,000 from him. But then you find that the only property or money he has in your state is a wrecked car worth $28. Can your state courts do anything to enforce your judgment?

c. Suppose the party you want to sue is a manufacturer located and "chartered" in a state half-way across the country. The manufacturer has retail stores in your state. Is the manufacturer within the jurisdiction of your state courts?

d. What does "diversity of citizenship" mean? In the case of the manufacturer above, could you sue him in a federal court located in your state on the diversity of citizenship theory?

e. What does "full faith and credit" mean? In the case of the out-of-state motorist who owes you $11,000, could you go to a nearby state where the motorist owns a mansion and a private golf course and get the courts in that state to enforce your judgment without having a new trial?

PART III

THE ADMINISTRATIVE SYSTEM

A. Which of the following agencies have the primary job of delivering public goods and services? (With some agencies there is no "right" answer, because they have many job functions.)

1. The welfare department.
2. The Office of Economic Opportunity.
3. The zoning board.
4. The school system (not including the school board).
5. The school board.
6. The state insurance commission.
7. The police department.
8. The chamber of commerce.
9. The United Givers' Fund.
10. The advisory board to a community action agency.

B. Which of the following agencies have the primary job of setting policies about how public goods and services are delivered?

1. The advisory board to a community action agency.
2. The school board.
3. The Department of Housing and Urban Affairs.
4. The sanitation department.
5. The parent-teacher association.
6. The city planning agency.
7. The zoning board.

C. Which of the following public agencies have the primary job of enforcing and adjudicating public laws?

1. The Equal Employment Opportunities Commission.

2. The board of zoning appeal.

3. The public health department.

4. The NAACP Legal and Defense Fund.

5. The workman's compensation board.

6. The police department.

7. The public utility commission.

D. Match the following phrases with the term that best describes them.

1. "delivering public goods and services"	1. judicial function
2. "setting policies on how public goods and services are delivered"	2. executive function
3. "enforcing and adjudicating public laws"	3. legislative function

E. Name two agencies in your community that perform all three functions -- executive, legislative and judicial. Explain your reasons for choosing these agencies.

F. Suppose a friend of yours was fired from her job as a secretary in a federal government agency. Would she have a way of contesting her discharge?

1. What are the main provisions of the Administrative Procedure Act?

G. Suppose a friend of yours was denied a license to drive a cab in your community. Could he find out all the reasons why the licensing agency denied him a license? Would he have a way of contesting his not getting a license? If so, in what ways would the procedures for contesting that agency decision be different from a civil trial?

H. Suppose a friend of yours was evicted from a public housing project. He had met the income requirements, he was paid up in his rent, and he did not know the reason for his eviction. Would he have a way of contesting the eviction? If so, in what ways would the procedures for contesting that agency decision be different from a civil trial?

I. Does your state have a law like the U. S. Administrative Procedure Act?

J. Firing someone, evicting someone, denying someone a license -- these are among the important sanctions used by administrative agencies. But sometimes agencies that have sanctions to impose don't use them on certain groups of individuals. Name one example of an agency in your community which has been criticized for not enforcing its rules on certain groups or classes. (For example, in some cities, the board of realtors has avoided using its power to discipline real estate agents who support housing discrimination.)

PART IV

THE JUVENILE SYSTEM

A. The Juvenile Squad.

1. How many police officers serve on your local juvenile squad? What are their ranks? To whom do they report?

2. What are the normal, day-to-day functions of a juvenile officer? What are his hours of work?

3. In addition to their normal work, do juvenile officers have occasional extra duties?

4. As a part of their duties, do juvenile officers dispose of complaints about juveniles without referring them to the juvenile court? If so, give three examples of the ways in which these cases are settled out of court.

B. Intake Officers.

1. What are intake officers? Is that their name in your jurisdiction? How many are there? To whom do they report?

2. What are the normal, day-to-day functions of an intake officer? Does he sometimes have extra duties?

3. What is "waiver of jurisdiction"? What is "informal probation"? What is a referral to the juvenile court?

4. What percentage of cases referred to intake officers in your community are disposed of by waivers of jurisdiction? By informal probation? By referrals to the juvenile court?

5. In what ways are the functions of intake officers different from criminal prosecutors' functions?

C. The Juvenile Court.

1. Who are the personnel who run a juvenile court? In what ways are these jobs different from the jobs you saw in the civil court?

2. What is an "initial hearing"? What is it like in the criminal system?

3. What percentage of juveniles (or their parents) request the services of a lawyer at the initial hearing?

4. What is a "jurisdictional hearing"? What is it like in the criminal system? Is this hearing ever held immediately after the initial hearing?

5. What is a "social study"? What is it like in the criminal system? Who conducts it?

6. What is a "disposition hearing"? What is it like in the criminal system? Is this hearing ever held immediately after the jurisdictional hearing?

D. Detention and Corrections Facilities.

1. What is the name of the juvenile detention (pre-trial) facility in your community? Where is it located?

2. What is the name of the juvenile corrections facility or facilities in your community? Where is it (are they) located?

3. Are these facilities different from the adult detention and corrections facilities in your community?

4. What are the normal activities conducted for juveniles in the corrections facilities?

E. Probation.

1. Who are the personnel who operate the juvenile probation services in your community? To whom do they report?

2. What are the normal, day-to-day functions of juvenile probation officers? Do they have extra duties on occasions?

3. In addition to the services they provide juveniles directly, what other services do they help provide for probationers? Do these include services in the juvenile's own neighborhood?

4. In what ways are the functions of the juvenile probation officers different from those of adult probation officers?

F. Appeals.

1. To what court are appeals from your juvenile court taken?

2. How many juvenile appeals cases were there last year?

3. Does a juvenile (or his parents) have a right to appeal to the first-level appeals court or is it up to the appeals court to say whether it will hear the case? How about an appeal to the second-level court -- does the juvenile get this by right?

4. What are the main features of the <u>In Re Gault</u> case?

PART V

THE CRIMINAL JUSTICE SYSTEM

A. The Police.

1. Draw a diagram of the police department in your community. What are the major functions performed by each division or unit?

2. Below is a list of ways in which police find out about criminal activities. Rank them to show which ones lead to the largest number of arrests in your community.

Informers

Telephone calls from observers of crime

Regular police patrol

Undercover agents

Telephone calls from victims of crime

Scientific investigation (fingerprinting, etc.) of evidence found at the scene of crime

Observation and investigation by plainclothesmen

Other

3. Using the list above, tell which types of crime are most often detected by each technique. Example: "Regular police patrol -- disorderly conduct and other misdemeanors; traffic violations; car thefts, etc."

4. What in your opinion are the major stumbling blocks to more effective law enforcement in your community?

5. The Use of Arrest.

   a. About how many arrests were there in your community two years ago? How many resulted in criminal charges? Of the total number of cases involving criminal charges, how many actually went to trial that year or the year following?

   b. Find newspaper articles dealing with police-community relations. In each case, tell what you would recommend to help overcome the problems reported.

6. The police profession in your community.

a. Who is the police chief and/or the police commissioner in your community?

b. What are the salary scales for police officers? What are the fringe benefits?

c. What are the eligibility requirements to be a police officer in your community?

d. How long is recruit training? What are the subjects covered in the training? What in-service training is given police officers?

B. Pretrial and handling of an arrestee.

1. The Miranda decision

a. What are the "Miranda rules"?

b. What are the practical effects of the Miranda case in your community? Do you think that it is a good idea to have restrictions on policemen's freedom to question criminal suspects? Give your reasons.

c. If your police department has a written form for arrestees to sign if they want to waive their Miranda rights, paste a copy here.

2. Pretrial release

   a. What do you think is the purpose of setting bail?

   b. Who sets bail and when?

   c. Name three ways that arrestees can provide bail.

   d. What do bondsmen do? What is the cost of using a bondsman in your community?

   e. What is a release on "personal recognizance"? Do either the state courts or the federal courts in your community employ people who interview arrestees and give recommendations about pretrial release? If so, describe their work.

3. Selecting counsel

a. What system does the state court in your community use to provide counsel for low-income people who have been arrested on felony charges?

b. Does the state court have a similar system of providing counsel for low-income people charged with misdemeanors?

c. Is the lawyer who represents an arrestee before trial normally the same one who defends him at the trial? In an appeal? When do appointed or publicly supported lawyers normally first see their arrested clients?

d. If your community has a public defender and/or an assigned counsel system, what are the main problems those agencies have in providing legal services to low-income arrestees? What solutions would you recommend to help overcome those problems?

4. Detention facilities

a. What are the major problems concerning pre-trial detention facilities in your community?

b. What solutions would you recommend to help overcome those problems?

c. How long might an arrestee who cannot raise bail be kept in jail before his case comes to trial in your community?

5. Prosecutor

a. What is the name given to prosecutors in your community? Who is the chief prosecutor? What are the main divisions of your prosecutor's office?

b. What is "plea bargaining"?

c. What does nolle prosequi mean?

d. About how many cases does the average prosecutor handle each year?

e. Do prosecutors in your community have auxiliary staff to help them prepare cases for trial? If so, what are their functions?

C. Arraignment, preliminary hearing and grand jury.

1. What is an arraignment?

2. What is a preliminary hearing?

3. What is a grand jury?

a. Who serves on a grand jury?

b. What are the powers of a grand jury?

c. Who is permitted to attend grand jury proceedings?

d. What is a true bill?

4. Are prosecutors in your state required to take a felony case to the grand jury to get an indictment? If not, what other ways of indicting someone are there?

5. How do prosecutors bring indictments in misdemeanor cases?

6. What do you think are the major reasons for having grand juries, arraignments and preliminary hearings?

(2)

D. Trial.

1. Who are the major participants in a criminal trial? What are their functions?

2. You have already looked at a civil trial, and have some understanding about how trials are run. Criminal trials are quite similar, but are not identical. The checklist below helps to point up some of the differences you will find between civil and criminal trials. Below each item, say how the criminal trial procedures are different from civil trial procedures. If you find other differences you think are important, add them to your checklist.

a. Pretrial discovery

b. Right to jury

c. Burden of proof

d. Right to counsel

e. Right not to testify (self-incrimination)

f. Penalties

g. Right to appeal by losing party

E. Presentencing investigation.

1. Do judges in your community sometimes order a study of a criminal defendant who has been found guilty? If so, in what kinds of cases? When does this occur in the trial? Are these studies required?

2. In a presentencing study, who conducts the investigation? What are the normal things investigators look for? How do they find the answers they're looking for?

3. How long does a presentencing investigation normally take?

4. Do you think that these investigations are helpful? Explain your reasons.

F. Sentencing.

1. Find newspaper articles in which each of the following sentences were imposed by a judge in criminal cases. In each case, tell what sentence you might have given if you had been the judge.

   a. Fines

   b. Probation

   c. Maximum imprisonment

   d. Minimum imprisonment

2. Do you think it is a good idea to give judges discretion in selecting the sentence for convicted criminals? What do you think are the reasons for giving judges this discretion?

3. Name a type of crime in your state for which judges have little or no discretion in sentencing.

G. Imprisonment.

1. Name the minimum security corrections institution in your state.

2. What are the normal activities of inmates of these institutions? How many inmates were these institutions designed to hold, and how many do they actually hold?

3. Name the maximum security institutions. What are the normal activities of these inmates? How many inmates were these institutions designed to hold, and how many do they actually hold?

4. Explain the ways in which the corrections department rewards "good" inmates in both kinds of institutions and punishes "bad" inmates.

5. What does "recidivism" mean?

6. What additional things do you think the corrections department could do to lower recidivism rates? If the department wanted to adopt your recommendations, what problems might it have in doing so?

7. Does your community have corrections facilities different from state facilities? If so, what kinds of offenders are serving time there?

8. Using the questions above as a checklist, compare your local corrections facilities to your state institutions.

H. Parole.

1. Who determines when an offender may go on parole in your community? Who appoints them?

2. How do parole officials do their job?

3. Are parole officers different from probation officers in your community? If so, explain how their jobs are different.

4. Do your local or state corrections departments have "work release" programs? "Half-way houses"? If so, explain how they work.

5. Do your local or state corrections departments have other programs to help prison inmates to make an adjustment to living on the outside? If so, explain them.

6. What happens if a parole officer says a parolee has violated his parole?

I. Probation.

1. What are some rules normally imposed on convicted criminal offenders who are released on probation?

2. Are people on probation ever required to report to agencies other than the probation agency? If so, give some examples.

3. How many probation officers are there in your community? What is their average caseload?

4. What is the normal work performed by probation officers?

SPECIALTY SKILLS TRAINING

PART I

DEPARTMENTAL ORGANIZATION AND OPERATION

A. The police mission.

1. Crime prevention is a major police responsibility. Do you think the police are totally responsible for crime prevention or is crime prevention also a duty of other agencies and individuals? If it is not the responsibility only of the police, which other agencies and individuals are also responsible for the prevention of crime?

2. In addition to preventing and controlling crime, the police mission includes responsibility for other activities. Name three activities the police are responsible for.

3. Name the five basic methods the police use to accomplish their mission.

a. Which of these methods does the public associate most with the police mission?

b. Which of these tasks are more important, or are they all equally important to the performance of the police mission?

B. History and development of your local police department.

1. Name the date the department was founded.

2. Outline the original table of organization of your department.

3. Name three pieces of equipment used by the police when the department was first founded that are still in use.

4. Name five units in your department that were not a part of the department when it was originally founded.

5. Name three pieces of equipment your department now uses that it did not employ when it was founded.

6. How many sworn officers are currently authorized for your department?

C. Current organization of the department.

1. List three reasons why each officer's duties and authority are clearly spelled out.

2. List the major divisions in your department.

3. Name at least three auxiliary service units in your department.

4. Name at least three special units in your department.

5. List the major functions of the following units in your department:

   a. Laboratory

   b. Records

   c. Juvenile

   d. Vice

   e. Detective

6. Describe the authority and duties of the following personnel:

   a. Dispatcher

b. Precinct commander

c. Desk sergeant

d. Patrol sergeant

e. Juvenile officer

D. Policies and regulations governing police employment.

1. What is your base pay?

2. Name two types of leave you are eligible for.

3. Name the form you must fill out to request annual leave.

4. Describe the type of insurance you have as a member of the police department.

5. Name two advantages of working the graveyard shift.

6. What time do you report for duty on each shift?

7. Give the name and rank of the officer assigned to supervise you during your training on the job.

8. List the three major duties you have as a patrolman aide trainee.

9. Name the five major duties you may be assigned to after completing your patrolman aide training.

10. Name four qualities you must possess as a police aide.

11. Name three things you must do to be appointed as a patrolman aide.

E. Major police operations.

1. Name the two primary purposes of patrol.

2. List three methods of reducing opportunities for crime.

3. How does personal honesty on the part of individual police officers help to prevent crime? List two ways.

4. Name four major steps taken during a preliminary investigation.

5. Preserving the peace is one objective of patrol. Describe three examples of breach of the peace in which police officers may be helpful in restoring peace.

6. Name four kinds of public services police officers often provide.

7. Which laws do police officers spend most of their time enforcing?

8. What is the primary purpose of investigation?

9. There are two kinds of patrol division duties in the case of reported or observed crimes: direct action and preliminary investigation.

   a. Describe four kinds of direct action.

   b. Describe four steps taken during a preliminary investigation.

10. According to your department's regulations, at what point during the course of an investigation does the detective division take charge?

11. What are the duties of the detective division?

12. Name the three primary police traffic functions.

13. List the three goals police seek to achieve when investigating a traffic accident.

14. Name four methods your department uses to improve the habits of bad drivers.

15. Name four objectives of police efforts to prevent and control juvenile delinquency.

a. What activities does the patrol division undertake that help to prevent juvenile delinquency?

b. Name five major duties of the youth division of your department.

16. Police work depends on effective communications for efficiency. Name four methods the police use to communicate.

17. What are the four major types of records maintained by your department?

18. Describe the procedures used by your department in processing prisoners.

19. List three ways a microscope is used by the police. Which unit of your department commonly uses a microscope?

PART II

PREVENTIVE PATROL TECHNIQUES

A. Objectives and major limitations of preventive patrol.

1. What are the two objectives of preventive patrol?

2. List the three methods used in preventive patrol.

3. Describe how each of the following activities tends to eliminate the opportunity to commit crime.

   a. Police are constantly in public view.

   b. Police check the security of businesses and offices.

   c. Police question suspicious persons.

4. Name four kinds of crimes that preventive patrol is effective in deterring.

5. Why is preventive patrol an effective deterrent to these kinds of crimes?

6. Preventive patrol is relatively ineffective in preventing certain other types of crime.

   a. Name four kinds of crimes that are not effectively deterred by preventive patrol.

   b. Why do you think preventive patrol is not effective in deterring these types of crime?

B. A method of reducing crime hazards is to know the area you are patroling.

   1. Name ten business establishments on your beat that you think present criminal opportunities.

2. Why do you think robberies generally occur during the day and burglaries usually at night?

3. List four devices on your beat that help to prevent crime. How can the owner of an establishment make the devices ineffective?

4. Crime can be prevented to some extent by both conspicuous and undercover patrol units. This may seem to be a contradiction, but it is not. Explain why both conspicuous and undercover patrol units are needed.

5. Why do you think holdups often occur at about noon time?

6. Why do holdups often occur at about closing time?

7. Why is it important to know the working hours of business establishments in your patrol area?

8. It is important to know the streets on your beat. Can you answer "yes" to the following questions?

   a. Do you know the location of all the dead-end streets on your beat?

   b. Do you know the street numbering system?

   c. Do you know the streets which are being repaired?

   d. Do you know the streets that have heavy traffic and when the traffic is heaviest?

9. It is part of your duties to check the physical security of stores, banks, and other high-risk places.

   a. Name four things to look for that may indicate a crime has been committed in a building.

   b. Why should a store owner keep his store lighted after closing hours?

10. It is part of your duties to inspect locations where crimes often occur.

a. Name five kinds of places where criminals often are found.

b. What kind of criminal is commonly found at bus stations, railroad stations, stadiums and other places where crowds gather?

c. Name three kinds of crimes frequently committed in parks and playgrounds.

d. Certain bars and restaurants are the favorite hangouts of known criminals. How should you proceed when you are inspecting such places? Indicate the steps to be followed according to your department's regulations.

C. Methods of identifying and questioning suspicious persons.

1. A person who does not fit the time or place should be investigated. Name two examples of persons who do not fit the time and place that should be investigated by the police.

2. Persons should be investigated who are engaged in unusual activities. Name three kinds of unusual activity that should be investigated by the police.

3. Why should you investigate a car parked outside a store with its motor running?

4. Why should you keep your eye on teenagers hanging around a bus stop?

5. Police should combine caution with courtesy when questioning a person in the field.

   a. Why do you think caution is necessary?

   b. Why courtesy?

6. When approaching a person known to be a criminal for the purpose of questioning him, you should pick the best possible location. What are the advantages to the police in selecting the following locations to question a suspect.

   a. The middle of a block.

   b. A place where there is a fence or wall in line with the sidewalk or the side of a road.

   c. A place away from alleys or passages between buildings.

   d. A place where there are few other people walking on the sidewalk or street.

D. Methods of gaining citizen cooperation in crime prevention.

1. Give two reasons why milkmen, paperboys, and bread delivery men may have information useful to the police.

2. Why might the following kinds of persons have information useful to the police?

   a. Gas station attendants

   b. Old people

   c. Unemployed people

   d. Children

   e. Hotel clerks and bellboys

3. Known criminals often have information useful to police. However, there is a danger in using such persons as sources of information. What is the danger and what precautions should you take?

4. List four things that people who live in houses or apartments should do to protect their dwellings.

5. Storekeepers often have large advertising displays in their front windows. Why is this a crime hazard?

6. Stores often have burglar alarm systems. Give two reasons why burglar alarm systems often fail to protect stores.

7. What is the safest location for a safe in a store?

E. Other techniques of preventive patrol.

1. Why does patrolling the beat in an irregular manner help to prevent crime?

2. List three techniques for patrolling in a systematically unsystematic manner.

3. Criminals, like other people, tend to develop habits. What is the technical name for the criminal practice of habitually committing crimes in the same manner?

4. List two ways the police can make good use of the fact that criminals tend to commit their crimes in the same manner.

5. Why should you look at the reflection in store windows as well as looking through the windows?

6. Why should you check the arrangement of window displays in stores?

7. Why should you look at the floor of a store?

PART III

INVESTIGATIVE TECHNIQUES

A. Introduction to police investigation.

1. Give two primary reasons for investigating crimes and accidents.

2. One type of investigation is of violations of laws and ordinances. List two other basic types of investigation.

3. What is the difference between information and evidence?

4. Give two examples of information that is useful to the police but not admissible as evidence at a trial.

5. Name the two major sources of information useful to police in the investigation of crime and accidents.

a. List five kinds of information useful to police that a victim may be able to provide.

b. List three kinds of changes in the suspect's physical condition that may provide useful information to police. Explain why each of these changes may be useful to the police.

c. Name three kinds of changes in the scene of a crime or accident that may provide leads to the investigator.

d. List four kinds of objects offenders may leave at the scene of a crime or accident that may be useful to police in their investigation.

e. Why are physical objects often better than testimony as evidence?

B. The preliminary investigation.

1. List three purposes of a preliminary investigation.

2. Give three reasons for proceeding promptly to the scene of a crime or accident.

3. List two reasons why safety is important in travelling to the scene of a crime or accident.

4. Suppose you arrive at the scene of a disturbance call and find a suspect climbing out the back window. You hear low moans coming from inside. The dispatcher has told you that a knife fight was reported. Do you first capture the suspect, or do you check to see if someone has been injured and, if so, provide first aid as needed? Why?

5. Name four kinds of information about a suspect who has fled that you should obtain from the victim or witnesses.

6. Suppose about a dozen witnesses are at the scene when you arrive. What procedures should you follow interviewing a large number of witnesses?

7. Why is it important to interview each witness in private at the scene of an accident or a crime?

8. Name the form you should fill out in reporting a crime.

C. Crime- or accident-scene protection.

1. What does it mean to preserve the scene?

2. Give four ways evidence may be harmed if not promptly protected.

3. The officer and aide who first arrive on the scene are responsible for securing the central point of the incident. Thereafter, they should extend the protection outward to the perimeter of the scene. Give three examples of areas at the perimeter of the scene that should be protected.

4. All persons not engaged in the investigation must be excluded from the scene. List four examples of persons who are often at the scene who must be excluded.

5. Give three examples of information commonly found at the scene that may be lost, damaged, or destroyed as a result of permitting persons not engaged in the investigation to enter the scene.

D. Special problems related to fingerprints, bloodstains, and toolmarks.

1. Why are fingerprints important in crime investigation?

2. What is a latent print? What is a visible print? What is a plastic or molded print? Describe and give examples of each.

a. List three ways a latent print is commonly obliterated or destroyed.

b. Name five places at the scene of a crime where latent prints useful to the police investigation are often found.

3. List three ways that bloodstains found at the scene can help in police investigation.

a. What happens to the color of bloodstains when they are exposed to sunlight?

b. List three other common stains that may resemble blood.

c. Name four places at a murder scene in a home where bloodstains may be found.

4. What is the meaning of the term "tool mark" when it is used by police?

5. Why are tool marks important to police investigation?

6. What is an indentation? Give three examples of indentations commonly caused by tools or weapons used in the course of a crime.

7. Striation is a fancy word for scratch. List three places where striations caused by criminals are found.

8. For purposes of police investigation, why do you think the tool is as important as the marks it left?

E. Interviewing - basic principles and problems.

1. What is the difference between interviewing and interrogating?

2. Describe two situations in which it is necessary to interrogate a victim.

3. In general, it is best to conduct interviews as soon as possible after the incident. Give two reasons for this.

4. Sometimes, however, it is necessary to delay the interview. Describe two situations in which this would be the case.

5. Give two reasons why interviews should be conducted in private.

6. Give three reasons why it is to the interviewer's advantage to carefully prepare for each interview before conducting it.

7. What should you do if you cannot obtain essential background information before conducting an interview?

8. It is important to gain the cooperation of the person being interviewed. Some people are willing to cooperate without any prompting, while others may be reluctant. Describe three possible ways of getting a hesitant person to cooperate in an interview.

a. Once a subject starts talking, it is important to keep him talking. Describe four methods that will keep a subject talking.

b. The subject may suddenly stop talking. Name two possible reasons for this.

c. What is a leading question?

d. What is wrong with using leading questions in an interview?

9. External physical factors may distort the way a witness perceives an event. Name three kinds of external physical factors that may cause a witness to be mistaken about a crime he saw committed.

a. A person's physical condition may cause him to be mistaken about an incident. Name four ways a person's physical condition may cause him to perceive incorrectly a crime or accident.

b. A person's emotional state may cause him to perceive only a small part of what he normally would see of an event. Describe three situations in which a victim, because of his emotional condition, is likely to give an incorrect or incomplete description of the suspect.

10. Suppose a teenage boy and his married sister see a robber drive away from a bank. Which of the two is more likely to observe the year, make, and model of the car? Why?

F. Field notes - importance and techniques.

1. Name three ways that good field notes help you to conduct a preliminary investigation.

2. Name two ways good field notes will help when testifying in court.

3. Give two reasons for taking notes as soon as the information is obtained.

4. Give two reasons for taking complete and accurate notes.

5. Name three kinds of irrelevant information that officers sometimes record. Give two reasons why such information should not be put in your notebook.

6. Outline the procedures, according to departmental regulations, for entering notes in your notebook. Attach the regulations below.

PART IV

TRAFFIC DIRECTION AND CONTROL

A. Principals of intersectional traffic and parking control.

1. Describe three situations in which police officers normally direct vehicular traffic.

a. Give two situations in which traffic is controlled from the center of an intersection.

b. Give two situations in which traffic is controlled from the corner.

c. How is the police whistle used to stop traffic?

d. How is it used to start traffic?

2. Suppose two emergency vehicles are approaching your intersection from two different directions. You see that one is a police car with its siren on and the other is an ambulance with its siren on. Which one do you give the right of way in directing it through the intersection?

3. Arrange the following list of emergency vehicles in the order of right of way when approaching an intersection.

   Fire truck

   Ambulance

   Police car

   Tow truck

4. Suppose you are directing traffic at a heavily traveled intersection and a car in the left lane makes a left turn signal. What should you do?

5. Name three kinds of pedestrians who should get special attention at intersections.

6. Use this page as a notebook and put down things you should remember about controlling traffic at intersections.

7. In what situations do patrolman aides help control traffic in your jurisdictions?

8. Give three situations in which illegal parking constitutes a danger to the public.

B. Traffic law enforcement - application of laws and regulations.

1. List the ten most important traffic laws and regulations on the books in your community.

2. Give the two major reasons for having traffic regulations.

3. About how many summons for moving violations were issued last year in the country?

   a. About how many summons for moving violations were issued in your community last year?

   b. About how many parking tickets were issued last year in the country?

   c. About how many parking tickets were issued in your community last year?

4. Name the law enforcement situation producing the greatest amount of contact between citizens and police departments.

5. What is a "punitive sanction" in enforcing traffic regulations?

   a. Name two nonpunitive sanctions used in traffic regulation enforcement.

b. Describe two situations in which you think nonpunitive sanctions should be applied.

6. Ten fact situations are given below. According to your judgment and departmental policies, indicate those situations in which you would recommend issuing a traffic ticket. Indicate those which you think do not require issuing of traffic tickets.

a. A truck is double parked in front of a store and is unloading merchandise. Traffic is light and there is no place for the truck to park at the curb.

b. A car has been parked at a crosswalk at a busy downtown intersection for 25 minutes.

c. A car has been parked at a meter on a side street near the business district. It has parked 10 minutes overtime.

d. You are in a patrol car driving at night and notice an automobile that has only one headlight. The light on the rear license plate is also out.

e. You are in a patrol car at night and notice that a moving automobile has only one taillight working.

f. A car is double parked in a commercial block during rush hour. The woman has left the car and gone into one of the shops.

g. An out-of-state car is driving 30 miles an hour on a residential street. The traffic is light and the 25-mile-an-hour zone is not posted.

h. A nonresident driver makes a U turn in a busy, commercial street.

i. An automobile is going between 40 and 45 miles an hour on a residential street. The posted speed limit is 25 miles an hour.

j. You are in a patrol car and observe an elderly driver operating her vehicle at 25 miles an hour on a highway with a speed limit of 50 miles an hour. The traffic is medium to heavy.

7. Why do you think many traffic violators are belligerent towards policemen who stop them? Discuss the kinds of behavior police can expect of drivers who are stopped for traffic violations.

8. What do you think are the most effective methods policemen can use to deal with a belligerent motorist?

9. According to departmental regulations, what steps must you follow when you are involved in stopping a traffic violator? Attach any written regulations on this subject here.

C. Accident investigation - principals and methods.

1. Name the four types of information you should try to obtain from the dispatcher in responding to an accident.

2. Give an example of a situation in which you go to the scene of an accident at emergency speed.

3. Below are three things you should do when you arrive at the scene of an accident. List them in the order you should do them.

   Treat the injured

   Protect property

   Prevent the accident from getting worse

4. Suppose you arrive at an accident scene in which one of the automobiles has a broken gas tank and gasoline is spreading all over the street. What steps should you take to prevent a fire or explosion?

5. Suppose you are responding to an accident call at night. You arrive on the scene and see what appears to be a serious accident. Where do you park the patrol car? What lights should you use during your investigation?

6. Name three situations in which a vehicle should be towed away and impounded, with or without the owner's consent.

7. Why must the tow truck driver sign an inventory list when he tows a car away from the scene of an accident?

8. List departmental procedures for interviewing parties involved in a traffic accident. (If these procedures are written out, attach a copy here.)

9. Give three examples that show why a driver may be missing from the scene of an accident.

10. How do witnesses to traffic accidents cause problems for the police?

11. List your department's procedures for interviewing witnesses at the scene of an accident. (If these regulations are available, attach them below.)

12. Name four kinds of road conditions that you should observe and note at the scene of an accident.

13. Give three reasons why you should observe and note the condition of the vehicle involved in the accident.

14. Why should you observe the skid marks and tire marks left on the highway?

PART V

ARRESTS AND SEARCHES

A. Principals of arrest.

1. List three classes of offenders who can be counted on to be consistently peaceful when arrested.

2. List three ways an arresting officer can contribute to the hazards of the arrest.

3. The arresting officer must protect himself when making an arrest. List three of the principal safeguards that should be taken when making an arrest.

a. List the three ways the arresting officer maintains control during an arrest.

b. Why should you avoid making threats and speaking profanely while making an arrest?

c. List three factors to be taken into account in deciding how much force should be used in making an arrest.

4. Outline the factors that should be taken into account when deciding to use <u>deadly</u> force while making an arrest. These factors should be based on your department's regulations. Attach a copy of these regulations below.

B. Stopping the motorist who is a felony suspect.

1. Upon spotting a motorist who is a felony suspect, you or your supervising officer should immediately contact the dispatcher. List three kinds of information you should give to the dispatcher.

2. List three other kinds of information that you can give the dispatcher while tailing the suspect.

3. Give two reasons why it is advisable to stop a suspected felon only after other police vehicles have been alerted and are at hand.

4. List three kinds of places you would normally avoid using as stopping sites. Why would you not use such sites?

5. In the space below, draw a picture to show the position and direction of:

   a. The suspect's car.

   b. The police vehicle at the point where it has overtaken the suspect's car.

6. List three possible hazards that you should detect and avoid when overtaking a motorist suspected of being a felon.

7. What is the advantage of letting the suspect see you using the police radio?

8. In the space below, draw a picture to show the position and direction of:

   a. A single police car that has just stopped a suspected motorist.

   b. The vehicle of the motorist suspected of being a felon.

9. Describe the information you should give to the dispatcher as soon as the suspect's car has been stopped.

10. Describe the action your department's regulations require patrolman to take while arresting a person suspected of being a felon. Attach the regulations below.

C. Mechanics of the car search.

1. Give two circumstances where it is legal to search a suspect's car.

2. List three kinds of things useful to a police investigation that may be found in a suspect's car.

3. What should be done with the occupants of a suspect's car while it is being searched?

4. What is the procedure to be followed in a search conducted:

   a. By one officer or aide?

   b. By two officers or aides?

5. A flashlight is often useful in conducting a vehicle search. List two other instruments that may be helpful.

6. List three places of concealment in each of the following:

   a. The rear fender and bumper

   b. The front seat

   c. The trunk

   d. Under the hood

7. Describe your department's procedures for recording articles recovered during the search of a suspicious vehicle.

D. Methods for searching arrested persons.

1. Define what is meant by frisking a prisoner and indicate when a frisk is required.

2. Describe how a frisk is done.

3. Define what is meant by a strip search and indicate when it is required.

4. Describe how a strip search is done.

5. Define what is meant by a field search.

a. What is the reason for keeping the prisoner off balance during the field search? List three ways a prisoner can be kept off balance while he is being searched.

b. When does the officer or aide use one hand to conduct the field search? When does he use two hands?

c. Instead of patting the prisoner's clothing during a field search, what do you do? Describe.

d. Suppose the patrolman is standing about 10 feet behind the suspect and covering him with his pistol. After he has finished searching one side of the prisoner, what does he do next?

6. List the three ways a police officer can make a valid search.

7. What happens to illegally obtained evidence in a trial?

8. Suppose you are working with a police officer who has probable cause to arrest a suspect. He accosts the suspect and searches him thoroughly, discovering an envelope full of marijuana in his pocket. He then arrests the suspect. Can the evidence obtained in the search be used in a trial against the suspect? Give your reasons for your answer.

9. Using the same example above, suppose the police officer arrested the suspect first before searching him, but he did not have probable cause for the arrest. Can the evidence obtained in this search be used in a trial against the suspect? Give your reasons.

10. Suppose a police officer arrested a suspect on a burglary charge. The officer had probable cause and, at the time of the arrest, searched the apartment where the suspect was found. Three hours later, two other officers returned to the apartment building and finding the suspect's car on the street, proceeded to search it. They found a set of burglary tools. They did not have a search warrant or the consent of the suspect to search the car. Can this evidence be used in a trial against the suspect? Give your reasons.

PART VI

DELINQUENCY PREVENTION AND CONTROL

A. Definitions, trends, and scope in juvenile delinquency.

1. In your jurisdiction, at what age does a person legally become an adult?

2. Name three kinds of noncriminal behavior that will bring a child within the jurisdiction of the juvenile court in your city.

3. Why does the law make children who commit certain noncriminal acts subject to the juvenile court?

4. Name three kinds of offenses juveniles frequently are arrested for.

5. Name three kinds of crimes that are not typically committed by juveniles and young persons.

6. Is the rate of juvenile delinquency increasing nationally? Why do you think so?

7. Is the rate of juvenile delinquency in your city increasing?

B. Causes and prevention of delinquency.

1. Name four kinds of acts that are delinquent.

2. It is often said that parents are to blame for their children's delinquency. Do you agree with this? If so, why?

3. Name three ways parents may cause the delinquency of their children.

4. List three ways motorists may cause delinquency.

5. Give three examples of delinquency caused by the child's environment.

6. According to statistics, boys are much more likely to become delinquent than girls. Why do you think this is so?

7. Delinquency has many causes. What does this mean for the kinds of programs that should be developed to help prevent delinquency?

C. The police role in juvenile delinquency prevention.

1. Give four reasons why the police should be involved in helping to prevent juvenile delinquency.

2. Police efforts to prevent crime produce other benefits for the department. What benefits can you think of?

3. List four ways patrol and inspection help to prevent juvenile delinquency.

4. Many activities designed to prevent delinquency are run more effectively by agencies other than the police. However, the police are in a strategic position to coordinate the activities of these agencies. Name three ways the police can help agencies improve their programs of delinquency prevention.

5. Your department conducts a number of activities that help youth help themselves stay out of trouble. Name three such activities.

6. Give four ways police techniques used with adults are modified for use with juvenile offenders.

7. Suppose you catch a child engaged in minor mischief. Should you notify his parents?

8. Describe your department's procedures for notifying parents of children who have been taken into custody.

a. Describe your department's procedures for questioning children who have been taken into custody.

b. Name the dispositions that may be made after the police take a juvenile into custody.

D. Youth problems and the patrol function.

1. Name four kinds of places where teenagers tend to hang out during their spare time.

2. Name three reasons why it is useful for the police to keep an eye on these teenage hangouts.

3. Generally speaking, truancy is a problem for the schools, not the police. In what situations is truancy a police problem?

4. According to the law in your jurisdiction, up to what age must children attend school?

5. Teenagers often appear to go out of their way to provoke police officers. They are rude and insulting and may even deliberately break the law in front of an officer. This behavior may indicate serious contempt for the law. On the other hand, it may be a part of growing up. Explain how this kind of behavior can be part of growing up.

6. What is the best way to handle teenagers who are acting up but are not in serious violation of the law?

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7. Name four ways for distinguishing the youth gang from other kinds of youth groups.

8. Give four reasons why teenagers join gangs.

9. Most youth groups are not gangs and are not a serious police problem. However, the police should keep an eye on these groups. Give three reasons why police should keep in touch with youth groups of all kinds.

PART VII

POLICE AND THE PUBLIC

A. Relationship between the police and the public.

1. What is meant by police public relations?

2. Name the four ways a citizen may come into contact with the police.

3. Public support is essential. Name four ways public support benefits the police.

4. Read through your morning newspaper and count the number of articles having to do with the police. Count the number that are generally favorable to the police and the number that are generally unfavorable. Write the two scores below.

5. List several reasons why articles were critical of the police.

6. Name three reasons why lack of public support makes police work more difficult.

B. Responsibilities of the individual police officer.

1. Name four ways members of the police department can make a good appearance.

2. List three ways a member of the department can avoid the appearance of inefficiency or laziness.

3. Name four kinds of language you should avoid at all times.

4. Name two segments of the public that tend to be exceptionally sensitive to abuse of police authority and with whom great care must be taken not to appear overbearing, condescending, or predjudiced.

5. What are the procedures for responding to a citizen's complaint?

6. List three nervous mannerisms police personnel should avoid when dealing with citizens. Do you have any of these mannerisms yourself?

7. Give three reasons why a police officer must avoid becoming angry.

C. Relationship with complainants.

1. Many people who call the police to register a complaint are angry, frightened, or even hysterical. What significance does the complainant's emotional state have in police public relations?

2. Many people's only contact with the police occurs when they register a complaint. Why is this fact significant in police public relations?

3. Many complaints received by police are serious. Name three types of serious complaints frequently reported to the police.

4. Many other complaints received by the police are not very serious. Name four examples of complaints that may or may not turn out to be serious.

5. Describe your department's procedure for receiving and reporting a complaint. Attach a copy of these procedures below.

6. Why is it a good rule to let the complainant tell his story without interruptions?

D. Relationship with offenders.

1. For some people, a police contact may be a new and terrifying experience. Name two techniques you may find helpful in dealing with such persons.

2. Why do people who are caught doing something wrong often refuse to accept the fact that they are in error and even accuse the police officer of being at fault?

3. Give three reasons why it is important to avoid excessive use of force when dealing with offenders.

4. Why is dealing with motorists of particular importance in police public relations?

5. It is a good practice to have made up your mind before confronting the traffic violator. However, under certain circumstances, you may wish to change or add to the action you had planned to take. Name three such circumstances.

E. Police services and relations with the public.

1. In addition to enforcing the law, maintaining the peace, and regulating behavior, police perform a wide variety of services. List six types of services police provide to the public.

2. Approximately what percentage of the average patrolman's time is spent in providing such services to the public?

3. Why do the police spend any time at all in providing these services?

4. What is the effect of these services on building public support for the police?

5. List four ways in which you will be able to increase the services your department provides to disadvantaged people living in poor neighborhoods.

6. Why will these services help build better relations between the police and the residents who receive the services?

7. Name five private or public agencies that provide services to the poor and that you will use while performing your regular duties as a patrolman aide.

8. Give the following information for the agencies listed above.

   a. Location

   b. Hours of operation

   c. Telephone number

F. Disturbance calls: problems and procedures.

   1. Describe three ways disturbance calls provide an opportunity for improving relations between police and the public.

2. According to the International Association of Chiefs of Police, approximately what percentage of police officers killed in the line of duty met death while handling disturbance calls?

3. Give three reasons why handling disturbance calls may be dangerous to the police.

4. Beside the risk of physical danger, what other problems are police likely to encounter in handling a disturbance call? Name two other types of problems.

5. Outline the procedures for answering disturbance calls. Attach regulations below.

PART VIII

TESTIFYING IN COURT

A. Nature of the criminal trial.

1. A criminal trial can be described as a special way a group of people arrive at a decision. The same can be said of a neighborhood meeting that protests an act by city hall or an election that votes a man into public office. Name three things that distinguish a criminal trial from other types of group decision making.

2. What do the following participants do in a criminal trial?

a. The judge

b. The jury

c. The prosecutor

3. It has been said that the relationship between a witness and a judge and jury is a matter of quick impressions and that the effectiveness of his testimony will be helped or hurt by the impression that he makes. Name three kinds of things that a witness can do to give a good impression.

4. As a witness, you are not allowed to say just anything you want to. Instead, what you can say is governed by rules of evidence. Name two reasons for having rules of evidence in criminal trials.

5. What is the primary duty of a witness in a criminal trial?

B. Testifying in court: preparation and testimony.

1. Give three reasons why the evidence and the testimony you plan to give should be discussed with the prosecutor before trial.

2. You should have your story straight before the trial. Suppose the lawyer for the defense asks you a question you don't know the answer to because you failed to investigate that point. What should you do? What should you not do?

3. Is it proper to refer to your notes during your testimony?

4. Suppose you are to discuss your planned testimony with the prosecutor before trial. What do you say if the defense counsel asks if you've talked about your testimony with anyone before trial? Should you discuss your planned testimony with the counsel for the defense before trial? If not, why not?

5. Who will probably call you to testify first, the attorney for the defense or the prosecuting attorney?

6. Name three ways witnesses often show nervousness in the witness chair. Why is it bad to seem nervous?

7. Suppose the prosecutor has failed to ask you about an important point. Name two possible reasons for this. What should you do to correct the situation?

8. What should you do if the counsel for the defense objects to your testimony?

9. Suppose you do not understand the questions asked you when testifying. What do you do?

10. Why can the defense counsel ask the same question several times? How do you answer him?

11. Why can the defense counsel change your testimony and then ask if that is what you said? How do you handle this?

C. Rules of evidence.

1. What is direct evidence? Give two examples of direct evidence.

2. What is hearsay testimony? Why is hearsay testimony usually not admissible in a criminal trial? Give two examples of hearsay testimony.

3. What is circumstantial evidence? Give two examples of circumstantial evidence.

4. What is real evidence? Give two examples of real evidence.

5. Who decides whether testimony or other information may be presented at a criminal trial? Is it the judge, the jury, the prosecutor, the defense counsel, or the witnesses?

6. Sometimes certain inadmissible evidence is admitted. Why does this happen?

7. Irrelevant testimony is a waste of time, may be distracting, and, therefore, is not admissible. Why do you think the following evidence is relevant and, therefore, admissible?

   a. Threats made by the defendant toward the victim.

   b. Attempts by the defendant to destroy evidence.

   c. The means of committing the offense such as a weapon or tool.

8. Suppose you were a witness to a murder in which the defendant fired a shot at the victim that hit him in the chest. The victim died right away. Do you think you, as a layman, could testify in a criminal trial that the victim died of gunshot wounds in the heart? Why or why not?

9. Name four exceptions to the rule on hearsay evidence.

To The Trainee

You have just completed a major step in training for your new career. You now have the basic skills and training that give you career mobility and the knowledge and experience that will help you help your fellow citizens—to understand better the function of law and law enforcement in society. As a patrolman aide, you are prepared to serve your neighbors and meet the needs of your community. Congratulations and Good Luck!